

MEMORANDUM

State of Alaska Department of Administration Division of Personnel

To: Melanie Millhorn
Human Resource Manager
Department of Administration

Date: May 15, 2003

Kimberley King
Human Resource Manager
Department of Health and Social Services

Fran Podmolik
Human Resource Manager
Department of Corrections

Thru: Lee Powelson
Classification Manager

From: Keith Murry
Human Resource Specialist

Phone: 465-4074

Fax: 465-2576

Email: keith_murry@admin.state.ak.us

Subject: Classification Study of Pharmacist, Pharmacy Assistant, and Medicaid Pharmacy Program Manager job classes.

Request and Scope:

In September 2001, the Department of Administration, Division of Longevity Programs submitted a study request for the Pharmacist job class. The request indicated the salary currently paid pharmacists did not reflect current market rates and that pharmacists in the Pioneers' Home pharmacy were performing specialized work not recognized in the class specifications.

A planning meeting was held on October 11, 2001, attended by representatives from the Departments of Administration and Health and Social Services. The Department of Corrections did not send a representative to this meeting. The attendants discussed the national shortage of pharmacists, the potential consequences of inability to fill positions, and the differences between the state pharmacies and private sector pharmacies. The group recommended expanding the study to include the Medicaid Pharmacy Program Manager as the class also requires a licensed pharmacist and will be directly impacted by decisions made in studying the Pharmacist class. Also recommended for inclusion was the Pharmacy Assistant because the class could be impacted by changes to the pharmacist and there had been statutory changes in license requirements which were not reflected in the class specifications.

History:

The Pharmacist job class was established on September 11, 1972 as Chief Pharmacist. The class defined positions which supervise, plan, and organize activities of a hospital or major institutional pharmacy. Based upon comparison with hospital pharmacists in Alaska and similar classes in Washington, Oregon, and California the class was assigned salary range 18. In November of 1998 the Departments of Administration, Health and Social Services, and Corrections jointly submitted a request for a title and range change. Effective December 16, 1998 the class title was changed to Pharmacist and the range was changed from 18 to 21. No subsequent changes to the job class have been made.

The Pharmacy Assistant job class was established December 1, 1984. The class defined positions performing paraprofessional work in a pharmacy under the supervision of a registered pharmacist. An external salary survey was conducted due to the lack of state classes performing similar work. The survey revealed the market was paying the equivalent of range 11. The class was assigned range 12 based upon internal alignment with classes performing journey level paraprofessional work. No subsequent changes have been made to the job class.

The Medicaid Pharmacy Program Manager job class was established on March 7, 1990. The class defined a single position responsible for developing and implementing a statewide program for ensuring pharmaceutical services to Medicaid recipients and for auditing actions and documentation of retail and institutional pharmacies in Alaska. The job class was established at salary range 20. No record of the analysis done to determine the range assignment is on file. No subsequent changes to the job class have been made.

Study Method:

Updated Position Descriptions were requested and received for all positions in the Pharmacist, Pharmacy Assistant, and Medicaid Pharmacy Program Manager job classes. Meetings were held with management to clarify information in the Position Descriptions where necessary. Interviews were conducted with incumbents either on-site or by telephone. Additional information was gathered from the Executive Director of the Board of Pharmacy and professional journals. The class specifications for pharmacy classes in Washington, Oregon, California, Idaho and the federal government were reviewed.

The positions were analyzed for appropriate grouping into classes and levels based on the standard tests of similarity. The current class specifications were compared to the new position grouping and analysis of the extent of revision required completed. Class specifications were revised and drafted to reflect the changes in the work performed and in the class structure. The draft specifications were distributed to the affected departments for comment. Comments were received from DOA, H&SS, and DOC and the draft specifications revised.

A test allocation session was held on June 18, 2002, attended by representatives from the Departments of Administration, Corrections, Health and Social Services, and Transportation and Public Facilities. The session identified areas of concern or confusion in the class specifications and Position Descriptions. Additional information was requested from the Departments of Health and Social Services and Administration. The group recommended reevaluation of the

professional positions under the tests for similarity. The group questioned whether multiple levels of pharmacist and a separate job class for program management was supported.

The requested additional information from the Departments of Administration and Health and Social Services was received on June 25, 2002 and reviewed. With this information, the tests of similarity were analyzed and final decisions made on class structure and grouping.

The class specifications were given a final edit and distributed to the departments with the analysis and decisions on class structure and grouping on August 7, 2002 with a request for recommendations on job classes and class characteristics to use in conducting the internal salary alignment. Comments on the class specifications were received from the Department of Corrections. The department's comments included opinion on whether the Pharmacist or Clinical Pharmacist should be placed at a higher range, but did not provide recommendations for job classes or characteristics to use in internal alignment analysis.

Additional salary information was gathered for market comparisons. Wage information for pharmacists and pharmacy technicians in Washington, Oregon, and California was gathered along with information on federally employed pharmacists in Alaska and Washington. Additional information was gathered from the Alaska Cross-Industry Salary Survey and the Alaska Hospital and Nursing Home Association Salary Survey. The analyst also conducted a telephone survey of pharmacies in the Anchorage area.

The job classes were analyzed for internal alignment of salary based on the principle of like pay for like work. The appropriate salary range was identified for each class.

Class Analysis:

Pharmacy Technicians perform paraprofessional duties in selecting, packaging, and labeling prescribed medications, maintaining pharmaceutical databases, and maintaining security of the pharmacy and pharmaceutical supplies. The work requires the application of knowledge of pharmaceutical nomenclature; characteristics, strengths, and dosage forms of pharmaceuticals; pharmaceutical systems of weights and measures; operation of pharmacy equipment and pharmaceutical procedures and techniques; and medical supplies. Incumbents work independently in the performance of duties, but the final product is reviewed by the pharmacist for accuracy of drug, dosage, frequency, and patient prior to dispensing of pharmaceuticals. Each of the state's pharmacy operations employs positions performing pharmacy technician duties. The work in each pharmacy differs only in minor variances in procedure and in the equipment used to package dosages. These positions meet all of the tests of similarity used to group positions into job classes: the work can be clearly identified by a single title, the same minimum qualifications are appropriate for initial appointment, the same basic rate of pay can be fairly applied, and employees are an appropriate group for layoff and recall.

The changes made to the class specification include a title change to reflect the industry standard and statutorily cited title, minor rewording in the definition, distinguishing characteristics, and knowledge, skills, and abilities to clarify the type and level of work performed, and changes to the minimum qualifications to recognize the statutory requirement for licensing and the educational programs developed to provide an entry into the field.

The Medicaid Pharmacy Program Manager administers Alaska's Medicaid Pharmacy Program. The position is responsible for developing, implementing, and overseeing program policies and procedures; auditing and assessing pharmacy actions and documentation for quality and compliance with state and federal requirements; and reviewing and authorizing Medicaid reimbursements for pharmaceutical services. The position requires licensure as a registered pharmacist, professional knowledge of pharmaceutical principles, practices, and procedures, and knowledge of retail and institutional pharmacy operations. This single position class is necessary based on the tests of similarity used to determine job class grouping. The first criteria for similarity is that the same title can be used to *clearly identify each position* (emphasis added). The second criteria is that the same minimum qualifications for *initial appointment* can be established for all positions (emphasis added). The duties and responsibilities of the position overseeing the Medicaid Pharmacy Program are significantly different from the duties and responsibilities common to pharmacists. The same title as other pharmacist positions would not clearly identify the work assigned this position. The position's responsibility for auditing the work of retail and institutional pharmacies requires full knowledge of the pharmacy field and of pharmacy operations. This requirement for operational knowledge supports a minimum qualification which includes professional experience. This experience requirement is not supported for initial appointment to all pharmacist positions. As the first two tests of similarity are not met, this position should not be grouped into a job class with other pharmacists.

The revision to the class specification includes minor wording changes in the definition, distinguishing characteristics, examples of duties, and knowledge, skills, and abilities to reflect the level of authority and responsibility assigned and the complexity of the work. The minimum qualifications have been revised to broaden the pool of potential applicants.

Review of the duties performed by positions in the Pharmacist job class indicates the work is appropriately separated into two job classes: Pharmacist and Clinical Pharmacist.

Pharmacists manage the operations of a pharmacy and direct and control the work of nonprofessional pharmacy staff. Incumbents plan, organize, oversee, and perform activities to provide pharmaceutical services to one or more facilities. Duties include establishing policies and procedures for pharmacy operations; receiving drug prescriptions; reviewing the prescriptions for errors or questionable doses; checking for antagonistic, synergistic, or cumulative effects of prescribed drugs; packaging, labeling, and dispensing drugs within a facility or to several facilities throughout the state; providing directions for use and precautions as necessary; maintaining security of pharmacy and pharmaceuticals on-site; directing security of pharmaceuticals at other locations; maintaining inventory control records; and preparing reports. The work requires licensure as a registered pharmacist and professional knowledge of pharmaceutical principles, practices, and procedures.

Clinical Pharmacists perform clinical consultations with physicians and patients. Incumbents perform comprehensive pharmaceutical therapy investigations through direct interaction with patients and medical staff; evaluate patients' full drug regimen and history, including over-the-counter drugs; evaluate medical or psychiatric problems; and provide expert consultation and effective recommendations on changes in drug therapy to medical staff. The work requires

licensure as a registered pharmacist; professional knowledge of pharmaceutical principles, practices, and procedures; knowledge of physical and mental illnesses; skill in conducting clinical evaluation of drug and non-drug interactions, efficiency, and appropriateness; and ability to provide professional consultation to medical staff and patients.

The Pharmacist and Clinical Pharmacist positions are not appropriately grouped into a single job class based on the following review of the tests of similarity:

- a) Applying the same title to all of the positions will not clearly identify the work performed. The class controlling work of Clinical Pharmacists significantly differs from the work assigned pharmacists.
- b) The knowledge, skills, and abilities required in clinical pharmacy consultations indicate the same MQs would not be appropriately applied to all positions.
- c) The positions in the Clinical Pharmacist class have the knowledge, skills, and abilities to be considered for layoff and recall to the Pharmacist class, but the reverse is not demonstrated.

The revision of the Pharmacist class specification includes changes in the definition, distinguishing characteristics, examples of duties, and knowledge, skills, and abilities to clarify the scope, level, and nature of the work; recognize responsibility for program management; and recognize the complexity of providing pharmaceutical services to locations throughout the state. The minimum qualifications have been revised to broaden the pool of potential candidates.

The Clinical Pharmacist class specification has been created to include positions performing clinical review and consultation in state pharmacies serving health care facilities. The minimum qualifications are set to provide for the largest potential pool of candidates who can be reasonably expected to successfully perform the essential functions of the positions.

Internal Alignment:

The state's pay plan, as mandated by the state constitution and statutes, is governed by the merit principle and includes "integrated salary programs based on the nature of the work performed". The pay plan is based upon the state's classification plan, provides for fair and reasonable compensation for services rendered, and reflects the principle of "like pay for like work". In achieving this principle, internal consistency of the pay plan is very important and is the primary consideration when setting the salary range of a job class. Such internal consistency reflects the difficulty, responsibility, knowledge, skills, and other characteristics of a job. To conduct internal comparisons job classes of a similar nature, kind, and level are selected from the same job family or group. Standard practice is not to include classes whose wages have been adjusted under a pilot program in an internal alignment analysis. If classes in a pilot program are used for comparison, the range prior to the pilot is range considered. Classes from other job groups are used when there are insufficient similar classes for comparison within a group or there are characteristics common across groups. The characteristics of the selected classes are compared and an appropriate range identified for the job class being reviewed.

In an internally aligned pay plan market comparisons are used as a tool for corroborating appropriate placement. If market data indicates other employers are paying a significantly different wage, additional analysis is required to "get behind the numbers" to try to identify the reason for the pay rate difference. If it is determined that compensable features of a class may

have been overlooked or improperly valued a reexamination of the internal alignment is conducted. Market salaries do not override range determinations based on internal alignment.

In reviewing the salary ranges for the Pharmacy Technician, Pharmacist, Clinical Pharmacist, and Medicaid Pharmacy Program Manager job classes comparisons were made to paraprofessional, professional, management and executive classes in the Medical, Public Health and Related job group. Job families included Medical Professional, Mental Health Services, Special Health Services and Education, Laboratory and Technicians, and Health Administration.

The Pharmacy Technician's scope, complexity and variety of duties are greater than is characteristic of range 10 paraprofessional work (Dental Assistant) but are lower, and the level of supervision received and review of work greater, than is characteristic of range 13 paraprofessional work (Laboratory Technician). The performance of repetitive technical tasks requiring comprehension of subject matter with standard solutions to problems and work reviewed on completion is characteristic of range 12 (Autopsy Assistant). The requirement for education specific to the technical field is consistent with comparable classes and supports the Pharmacy Technician's assignment to range 12.

The Pharmacist job class requires professional licensing and an advanced degree in pharmacy. The level of expertise, independence, and personal responsibility required is greater than what is characteristic of classes assigned ranges 16, and 17 (Dental Hygienist, Nurse III, Public Health Nurse II, Mental Health Clinician I). The class is not responsible for examination of patients, diagnosis of disease, development of treatment, or prescribing medications which is characteristic of classes at ranges 21, 22, and 23 (Health Practitioner I, Health Practitioner II, and Dentist). The technical expertise required in the Pharmacist class, level of supervisory control and review of their work, and consultative responsibilities in treating patients is comparable to classes at ranges 18, 19, 20, 21 and 22 (Nurse IV, Public Health Nurse III, Mental Health Clinician II, Nurse Consultant I, Public Health Nurse IV, Public Health Nurse V and Nurse Consultant II). The responsibility for managing a pharmacy and administering a program providing services to multiple locations is comparable to the management and administrative responsibilities of classes at range 19, 20, 21 and 22 (Assistant Nursing Director, Public Health Nurse IV, Public Health Nurse V, Nurse Consultant I, Nursing Director and Nurse Consultant II). Analysis of the Pharmacist's nature and scope of duties and responsibilities; required knowledge, skills, and abilities; and scope and level of programmatic authority indicates the class is appropriately assigned salary range 21.

The Clinical Pharmacist's duties require a higher level of expertise than the Pharmacist job class in conducting in depth review and analysis of patient history, symptoms, diet, and treatment. This level of knowledge and ability, combined with the greater consulting role of the class indicate assigning a higher salary range than the Pharmacist class is appropriate. The Clinical Pharmacist does not exercise authority to independently diagnose and treat patients as is characteristic of classes at range 23 and 24 (Health Practitioner I, Dentist, Health Practitioner II). The class is not responsible for administering a major program as is characteristic of range 23 (Chief, Public Health Nursing). The professional consultative duties, required level of expertise, and scope and depth of knowledge is characteristic of range 22 (Nurse Consultant II) and the class is appropriately assigned this range.

The Medicaid Pharmacy Program Manager's responsibility for administering a comprehensive statewide program involving state and federal funds which affects all pharmacies in Alaska is comparable to the program responsibilities of classes at ranges 19, 20 and 21 (Health Program Manager II, Public Health Specialist II, Radiological Health Specialist II, and Health Program Manager III). The program's scope and the required knowledge and experience in public and private pharmacy operations indicate assigning a higher salary range than the Pharmacist class is appropriate. The Medicaid Pharmacy Program Manager's program is not comparable to the programs characteristic of range 23 (Chief, Public Health Nursing). The required knowledge, experience and program administration responsibilities are appropriately assigned range 22.

Market Analysis:

Class and salary information for government employed pharmacy positions was gathered from the states of Washington, Oregon, California and the federal government. Survey information was taken from the Jacobson, Betts, & Company survey for The Alaska Hospital and Nursing Home Association and the Milliman USA Alaska Cross-Industry Survey. A telephonic survey of pharmacies in the Anchorage area was also conducted. The Milliman survey and the telephonic survey did not provide statistically valid information for comparison. The Milliman survey reported data for the pharmacy classes from two respondents, one of which was the State of Alaska. In the telephonic survey eleven Anchorage businesses were contacted, eight of which refused to provide information. The salary information from the western states was adjusted for cost of living differences. Cost of living differences are recognized in statute and bargaining unit agreements. Alaska Statute 39.27.020 requires cost of living adjustments to be made based on comparisons between Seattle, Washington and Anchorage, Alaska. Current contracts provide a 13% adjustment between these locations.

The market data on Pharmacy Technicians indicates western states' wages vary from equivalent to Alaska's range 5 to equivalent to range 13. The average wage is equivalent to Alaska's range 9. The surveys of other employers in Alaska reported wages equivalent to ranges 9 and 10. Assigning range 12 to the Pharmacy Technician job class will place the State of Alaska ahead of market wages.

The market data on Pharmacists indicates western states' wages vary from equivalent to Alaska's range 18 to equivalent to range 26. The average wage is equivalent to Alaska's range 21. The surveys of other employers in Alaska reported wages equivalent to ranges 23 and 26. Research indicates factors being used by other employers in determining compensation include an increasing role and importance of pharmacists in health care over the last few years, an on-going national shortage of licensed pharmacists, the fact that without a licensed pharmacist a pharmacy cannot operate, and that pharmacy operations are a major factor in accreditation of health care facilities. The competition for licensed pharmacists is exacerbated by the loss of pharmacists to retirement and the number of pharmacists taking positions with research and development firms instead of retail or institutional pharmacies.

Analysis indicates the difference between the salary determined through internal analysis and the current market rate is not based on issues which require the internal alignment be reexamined.

Salary Range Determination:

- The Pharmacy Technician job class is appropriately assigned salary range 12, based on internal alignment.
- The Pharmacist job class is appropriately assigned range 21, based on internal alignment of compensable factors.
- The Medicaid Pharmacy Program Manager job class is appropriately assigned range 22, based on internal alignment of compensable factors.
- The Clinical Pharmacist job class is appropriately assigned range 22, based on internal alignment of compensable factors.

Conclusions:

The final class specifications are attached as Addendum B. The following revisions are effective May 16, 2003:

- Pharmacy Technician, P5602-12 - Retitle, Revise Definition, DC's, EOD's, KSA's, MQ's
- Pharmacist, P5601-21 – Changes to: Definition, DC's, EOD's, KSA's, MQ's
- Clinical Pharmacist, P5603-22 – New job class
- Medicaid Pharmacy Program Manager, P5605-22 – Changes to: Revise Definition, DC's, EOD's, KSA's, MQ's, Range

Position Analysis:

A worksheet showing the classification actions taken on positions included in this study is included as Addendum A.

Department of Administration:

PCN 02-7947 is in the Division of Longevity Programs, Anchorage Pioneers' Home, and is supervised by PCN 02-7407, Administrative Services Manager. The incumbent is responsible for ordering, handling, storing, preparing and dispensing pharmaceuticals, reviewing and approving the work of Pharmacy Technicians, ensuring security of medications and equipment, distributing pharmaceuticals to each of the division's Pioneers' Homes, and periodically inspecting each homes medication storage and dispensing areas and procedures to ensure proper records and security are being maintained. This scope of work is characteristic of the Pharmacist job class. The PD is being processed as an update.

PCN 02-7915 is in the Division of Longevity Programs, Anchorage Pioneers' Home, and is supervised by PCN 02-7407, Administrative Services Manager. The preponderance of the duties assigned consist of providing clinical consultation to residents, family members, staff and resident's physician; developing comprehensive profiles of each resident; discussing with physicians the drugs prescribed and the Pioneers' Homes' formulary; conducting extensive research and providing expert recommendations to physicians and committees in adapting the formulary to the special needs of the Pioneers' Homes' clients. The position also assists in filling prescriptions, directing the work of Pharmacy Technicians, and distributing pharmaceuticals to each of the division's Pioneers' Homes. The majority of work assigned is characteristic of the Clinical Pharmacist job class. PCN 02-7915 is reallocated to Clinical Pharmacist effective May 16, 2003.

PCN 02-7916 is in the Division of Longevity Programs, Anchorage Pioneers' Home, and is supervised by PCN 02-7407, Administrative Services Manager. The preponderance of the duties assigned consist of providing clinical consultation to residents, family members, staff and resident's physician; developing comprehensive profiles of each resident; discussing with physicians the drugs prescribed and the Pioneers' Homes' formulary; conducting extensive research and providing expert recommendations to physicians and committees in adapting the formulary to the special needs of the Pioneers' Homes' clients. The position also assists in filling prescriptions, directing the work of Pharmacy Technicians, and distributing pharmaceuticals to each of the division's Pioneers' Homes. The majority of work assigned is characteristic of the Clinical Pharmacist job class. PCN 02-7916 is reallocated to Clinical Pharmacist effective May 16, 2003.

PCN's 02-7574, 02-7917, and 02-7927 are in the Division of Longevity Programs, Anchorage Pioneers' Home. The positions are supervised by PCN 02-7916, Clinical Pharmacist. Under the direction of the supervisor or one of the other licensed pharmacist positions the incumbents perform technical pharmacy tasks in the receipt of prescriptions, packaging of pharmaceuticals, maintaining records, and distributing pharmaceuticals to each of the division's Pioneers' Homes. This work is characteristic of the Pharmacy Technician job class. The PD's are being processed as updates.

Department of Health and Social Services:

PCN 06-4037 is in the Division of Medical Assistance, Health Program and Policy Unit. The position is supervised by PCN 06-4016, Medical Assistant Administrator IV. The position administers the state Medicaid Pharmacy Program. The duties include establishing policies and procedures, developing and writing regulations, auditing private and public pharmacies for compliance, and serving as the designated expert on the Medicaid Pharmacy Program representing the program to parties throughout the state. The duties and responsibilities assigned this position are characteristic of the Medicaid Pharmacy Program Manager job class. The PD will be submitted as an update. The changes to the job class resulted in a range change for this position effective May 16, 2003.

PCN 06-5258 is in the Division of Mental Health & Developmental Disabilities, Alaska Psychiatric Institute. The position is supervised by PCN 06-5284, Medical Officer. The position manages the API pharmacy program providing pharmaceutical services to API and to Division of Family and Youth Services correctional facilities. The preponderance of duties involve maintaining patient medication profiles, ordering, handling, storing, preparing and dispensing pharmaceuticals, reviewing and approving the work of a Pharmacy Technician, ensuring security of medications and equipment, distributing pharmaceuticals to each unit and DFYS facility. This position performs some of the clinical review and consultation duties characteristic of the Clinical Pharmacist class, but the amount of time dedicated to these duties is not sufficient to be class controlling. The preponderance of duties are characteristic of the Pharmacist job class. The PD is being processed as an update.

PCN 06-5103 is in the Division of Mental Health & Developmental Disabilities, Alaska Psychiatric Institute. The position is supervised by PCN 06-5258, Pharmacist. The incumbent performs technical pharmacy tasks in preparing, packaging, and dispensing medications,

maintaining pharmacy patient profiles, and distributing pharmaceuticals to the separate units in API and to DFYS correctional facilities. This work is characteristic of the Pharmacy Technician job class. The PD is being processed as an update.

PCN 06-1927 is in the Division of Public Health, Section of Epidemiology. The position is supervised by PCN 06-1926, Pharmacist. The preponderance of duties deal with pharmaceutical supply requisition, storage, and distribution. The incumbent develops quarterly orders for Public Health Nursing regions and clinic, processes orders for bulk pharmaceuticals, and repackages, labels and distributes them. The incumbent assists with budget preparation, ensures security, storage and accounting of pharmaceutical supplies, and fills routine prescriptions from the Division's Doctors and Health Practitioners under the direction of the Pharmacist. The responsibility for technical pharmaceutical duties under direction of a pharmacist is characteristic of the Pharmacy Technician job class. The PD is being processed as an update.

PCN 06-1926 is in the Division of Public Health, Section of Epidemiology. The position is supervised by PCN 06-1863, Staff Physician. The position manages the control and distribution of pharmaceuticals used in disease control and prevention and develops and maintains plans for the activation and use of the National Pharmaceutical Stockpile (NPS) within Alaska in response to emergencies. The planning for deployment of the NPS does not require a licensed pharmacist, although actual deployment, should it be required, will require the presence of licensed staff. This is also a new body of work which is still being developed and the authority and responsibility of the position has not been clearly established in practice. The duties assigned PCN 06-1926 in dispensing prescribed pharmaceuticals are appropriately class controlling at this time. The position is allocated to the Pharmacist job class. The PD is being processed as an update. The position should be reviewed again in two years to determine if the Pharmacist class continues to be appropriate.

Department of Corrections:

PCN 20-7301 is in the Office of the Commissioner, Inmate Health Section. The position is supervised by PCN 20-X019, Assistant Medical Director. The incumbent manages the department's pharmacy program providing services to adult correctional facilities throughout the state. The incumbent is responsible for ordering, handling, storing, preparing and dispensing pharmaceuticals, reviewing and approving the work of Pharmacy Technicians, ensuring security of medications and equipment, distributing pharmaceuticals to each correctional facility, and periodically inspecting each facilities medication storage and dispensing areas and procedures to ensure proper records and security are being maintained. This scope of work is characteristic of the Pharmacist job class. The PD is being processed as an update.

PCN's 20-7304 and 20-7308 are in the Office of the Commissioner, Inmate Health Section. The positions are supervised by PCN 20-7301, Pharmacist. The incumbents perform technical pharmacy tasks in the receipt of prescriptions, packaging of pharmaceuticals, maintaining records, and distributing pharmaceuticals to each of the state's adult correctional facilities. This work is characteristic of the Pharmacy Technician job class. The PD's are being processed as updates.

Attachments:

Allocation worksheet

Final class specifications